5. According to the Standing Orders, 76 registers are required to be maintained by the Munshi and Account Branches of the District Office (Revenue Department), 116 returns are due by and 103 returns are due to the same.

6. The proposals accepted by Government and printed as annexure to this order will result in the reduction or simplification of 70 registers and returns and Government hope that as a result of the measures sanctioned in the Government Order of 10th November 1924 and the further relief afforded in this order, the work in the District and subordinate Revenue Offices will be speeded up and the District administration improved generally.

7. Government trust that the Revenue Commissioner and the Deputy Commissioners of Districts will continue to exercise sufficient control and supervision during their inspection and ensure that the statistical information covered by the returns now discontinued is always maintained up-to-date in the original offices, so that it may readily be available for reference whenever required.

8. The Revenue Commissioner is requested to issue the necessary amendment slips to the District Office Manual and arrange with the Superintendent of the Government Printing to have the standard forms printed and supplied to the Deputy Commissioners on indents at an early date. The simplification of registers and returns in use in the subordinate offices will be dealt with separately.

9. Government reiterate their observation made in para 12 of the Government Order of 10th November 1924, that there is much scope for reduction of establishment in District Offices, in view of the adoption of the several measures sanctioned for simplifying work in the said offices and the Revenue Commissioner is requested to go into the question and submit necessary proposals after the new arrangements are brought into working order.

K. V. ANANTARAMAN,
Secretary to Government,
Revenue Department.

ANNEXURE No. 1.

Note on reduction, standardisation and simplification of reports, registers and returns in the Revenue Department, District Offices.

1. The question of abolishing unnecessary reports and returns has been considered in the past by Special Officers and Committees appointed from time to time and suitable orders have been passed by Government on their recommendations.

2. The District and Taluk Office Manuals were printed and published in 1919 and 1920 and in reply to the Revenue Commissioner's reference for getting the forms and registers printed in the Government Press, Government in letter No. G. 255—E. A. 49-21-2, dated the 27th December 1922, directed that no new forms should be printed, pending final orders on the question of simplification of work in District and Taluk Offices.

3. In paragraph 10 of Government Order No. R. 2880-9—L. R. 111-23-6, dated the 10th November 1924, it has been indicated that certain registers may conveniently be abolished, that certain reports may be cut out or submitted at longer intervals and that as the list is not exhaustive and further reduction of work is possible, the question should be examined in detail and proposals submitted.

4. There are two important aspects to be considered in approaching the question. Abolition of a return from one office to another does not necessarily mean that the work, the progress of which it is expected to detail, is unnecessary, but the return may be cut out as a measure of decentralisation, *i.e.*, greater trust in the capacity of the officers concerned to discharge their functions properly. The officers will be expected to devote as much attention to the subject matter, in fact more than before, owing to the greater freedom for regulating their operations. The required registers, which will continue to be maintained in the subordinate offices, will be periodically examined by the superior authority during the local inspections and such inspections should be thorough, so as to detect cases of laxity and inefficieney, wherever existing, for severe notice. (*Vide* Government Order No. I. C. 1610-14—I. & C. 85-22-1, dated the 12th September 1922, para 2.)

5. Under Government Order No. 160—E. A. G. 2, dated 10th April 1917, the Deputy Commissioners were required to submit their Business Statistics half-yearly in two statements—one relating to correspondence and the other to inspections, quartely

statements being prescribed for the subordinate offices. According to existing practice based on Government Order No. 6152-60—L. R. 312-21-2, dated the 11th May 1922, the returns are sent quarterly by the Deputy Commissioners and are reviewed by the Revenue Commissioner, a copy of the review being submitted to Government for information. This additional return was prescribed by Government with a view to speed up disposal of old papers, as it was found there were heavy arrears in all District Offices. It has been repeatedly represented by the Deputy Commissioners that the Business Statistics show an exaggerated account of the arrears in the offices, owing to the unsatisfactory way in which the Current Registers are maintained and the non-reconciliation of the Current and Personal Register balances. To remedy the present defects and reduce work, a simplified system of office procedure is being introduced in the District Offices. In my opinion, the Business Quarterly of Deputy Commissioner's offices may be converted into a half-yearly return as before and it may be amplified in certain respects as indicated in the appended form. I have consulted the form given in the Madras Revenue Manual. Collectors in Madras are submitting their return only once in six months and we may adopt a similar arrangement here with advantage for reasons detailed above. Deputy Commissioners should invariably attach a list of papers pending for over one year in submitting their Business Statistics. At present, this wholesome rule is not strictly observed.

6. The general lines on which the question of simplification of work and reduction of returns has been dealt with by me are as follows:—

The returns required to be submitted within a period of one month are generally important, relating to seasonal conditions, prices of necessaries of life and collection of Revenue, etc. These will all remain. The quarterly progress reports of darkhasts and the special monthly progress statements regarding disposal of surrendered Amrut Mahal Kaval and Date Reserve lands will continue. Most of the other quarterly returns from the District Offices to the Revenue Commissioner which relate to the progress in correspondence and special branches of work *e.g.*, Forest Settlement Operations, Land Acquisition, Planting of avenue trees, Sandal damage cases, can well be made half-yearly or annual, according to their importance, if they cannot be abolished. The more important of the quarterly returns from the Taluk and Sub-Division Offices to the superior authority will of course continue and copies of the Deputy Commissioner's reviews will be sent to the Revenue Commissioner for information. The business statistics, which, according to my scheme, will be submitted to the Revenue Commissioner, half-yearly in future should be correctly prepared and it should give full information of the state of work in the District in all branches so that on a perusal of the said return with the reviews of the Deputy Commissioners on the quarterly returns of their subordinates, the Revenue Commissioner will be in a position to thoroughly gauge the work done in each of the District Offices and prepare his review for the guidance of the Deputy Commissioners and the information of Government. This review together with half-yearly business statistics of the Revenue Commissioner will keep Government fully informed of the progress of work in all Revenue Offices.

The Revenue Commissioner need not, in my opinion, pass any formal review on the monthly tour statements of Deputy Commissioners except when he considers it necessary. They may be perused by him as they are received, and action, whenever called for, may be taken on the perusal of the individual tour notes. The Deputy Commissioners may be trusted to adjust their monthly tour programmes in accordance with Standing Orders and the Revenue Commissioner may, twice in a year, on a perusal of the half-yearly business statistics fully review the work in each district and issue necessary instructions for the guidance of Deputy Commissioners and subordinate officers. During the annual inspections, the Revenue Commissioner will scrutinize the registers and original records in the District Offices and be able to exercise effective control over the work of Deputy Commissioners.

7. It is a Standing Order that Deputy Commissioners will hold periodical meetings of officers for the discussion of District wants and questions relating to more than one department. (*Vide* Section I of Chapter XI, District Office Manual.) Such meetings expected to be held quarterly, are generally convened at longer intervals. The meetings involve considerable amount of scriptory work, not to speak of expenditure in the shape of travelling allowances, etc. In view of the various opportunities that the Deputy Commissioners will have of meeting and exchanging views with their subordinate officers and officers of other departments, it may not be necessary to *direct* the Deputy Commissioners to hold such periodical meetings. They may be

authorised, however, to convene such meetings whenever special circumstances necessitate it, in times of famine or distress, etc., but not oftener than once a year. When such meetings are held, the copy of proceedings drawn up, should be sent to the Revenue Commissioner for information.

8. During the inspection of the registers and accounts in the Bangalore District and Taluk Offices, particular attention has been paid by me to the standardisation of forms, abolition of unnecessary and obsolete registers and modification of registers and returns, with a view to simplify work and ensure greater attention being paid by higher officers to the important report and returns. This note deals with the registers and returns of the District Offices. Those relating to the Taluk and Sub-Division Offices will be discussed separately.

9. In the District Office Manual, 75 registers and forms are required to be maintained by the Munshi and Account Branches of the District Offices (Revenue Department). One hundred and sixteen returns are due by and 103 returns are due to the same. As a result of my examination, I am of opinion that 19 registers and 52 reports and returns may be abolished or simplified, reducing thereby, a lot of avoidable and scriptory work. My proposals are embodied in the statements appended, and reasons for the change are indicated briefly in the explanatory memo in the remarks column. In respect of one important change however, *viz.*, the abolition of the duplicate loan ledgers in the Deputy Commissioner's Office, a separate note discussing the matter is also put up.

10. If the proposals are suitable, the Revenue Commissioner may be consulted and orders may issue for the early printing and supply of the final forms and registers. The Revenue Offices are greatly handicapped for want of the printed forms and registers and the preparation and submission of returns is, as a consequence, often delayed.

ANNEXURE No. II.

REVENUE COMMISSIONER'S NOTE.

The undersigned is in general agreement with the preposals made by the Inspector of Office Systems. The following few modifications are, however suggested.

4. The Register showing lands and other immovable property in Mysore held by Deputy Commissioner and his subordinates may be retained in the District Office, and a certificate submitted annually by the Deputy Commissioner that the Standing Orders in this respect are being observed strictly.

6, 7. Registers of Suits and miscellaneous cases may be maintained separately.

13. *Character Books*—It is advisable to retain these as they are helpful while determining promotions, etc. But if they are to serve any useful purpose, they should be written up regularly every year. The form is capable of modification so as to avoid unnecessary repetition of entries from page to page.

18. The Register of Permanent Advance may be retained for ready reference.

20. The Register showing lands available under the Large Landed Estates Scheme may remain. It may not be feasible to keep the Talukwar lists as the first page of the list of applications received, as the entries may be numerous.

28, 29. In the form of Register for Land Acquisition cases, a column showing boundaries is necessary and cannot be deleted.

38. *Statement of Horses and Saddlery.*—This may be made annual. It is not sufficient to include this information in the Confidential Reports.

44. *Statement showing the number of documents on which duty and penalty have been levied.*—This may be retained as a half-yearly return.

48. *Statement* re *action taken to cancel unauthorised alienation of Service Inams*—This may be kept on as an annual return. It is not sufficient merely to append a statement to the Annual Administration Report.

55. *Statement of Remissions.*—A half-yearly statement of remissions sanctioned by the Deputy Commissioners (Rs. 100 and under) appears to be necessary.

With regard to the periodical meetings of District Officers, the undersigned si of opinion that such meetings may with advantage be held once a year.

ANNEXURE No. III.

Consolidated statement showing the reduction or modification of Registers Reports, and Returns and Simplification of work in the District Offices

Serial No.	Name of Register, Report or Return	Authority	Explanatory Remarks
	I. REGISTERS.		
	GENERAL.—CHAPTERS I AND II OF THE DISTRICT OFFICE MANUAL, PART I.		
1	Consolidated Register of officials of Superior Service in the District.	Appendix 3, District Office Manual, Part II.	Under para 8, Chapter I of the District Manual, Part I, this register is required to be re-written once in six months. This register may be written up once a year. Re-writing half yearly is unnecessary. It should however be kept up-to-date by incorporating changes during the course of the year. A copy should be submitted to Revenue Commissioner once a year.
2	Order Book regarding leave, appointment etc., in the Office.	Appendix 3	This may be cut out. It is a compilation from the memos passed by the Head of the Office. The memo files may be numbered and indexed and used for preparing the pay bill and posting up the Service Registers. The memos may be pasted into an open file.
3	Casual Leave Register	Appendix 7	This register should be made use of to note the earning and grant of compensation leave as well. In the remarks column, compensation leave earned should be noted. Separate register for compensation leave will not be necessary.
3 A.	Register showing lands and other immovable property in Mysore held by Deputy Commissioner and his subordinates.	Appendix 8	A statement of lands and other immovable property in Mysore held by Deputy Commissioner and subordinates has under the existing orders to be maintained in the District Office and an extract of the same has to be submitted with the Annual Administration Report. (*Vide* para 9 of Chapter II of the District Manual, Part I, para 269 of the Manual of General Circulars and Standing Orders. The register will remain, but the full extract need not be sent. It is enough if a certificate by the Deputy Commissioner that the Standing Orders in this respect, are being observed strictly is appended to the Annual Administration Report.
4	Register of Inspection of Typewriting machines in the District Office.	Appendix 21	May be abolished as a separate register. For Furniture and Typewriters one consolidated register will suffice with suitable columns for record of particulars and review. A certificate of having inspected them should be appended to the salary bill of the officer for July. One uniform arrangement may be adopted for the periodical examination of the several kinds of Government property.

5	Register showing the defalcation of Government money, stamps, etc., in the District.	Appendix 32	May be abolished. This entails duplication of work. Correspondence relating to the defalcation of Government money should be dealt with through the Current Registers. The speedy disposal of the cases should be watched by the issue of reminders on examination of the pending lists.
6	Register of applicants for appointment ...	Appendix 38	This may be abolished, as under the recent rules (*Vide* Government Order No. G. 9155-394—G. M. 137-23-1, dated 5th December 1923, all applications are received by the Central Recruitment Board in the first instance and forwarded to the appointing officers for disposal.
7	Register of officials requiring transfers from Malnad to Maidan places.	Appendix 39	May be cut out. This is expected to be maintained in the Malnad Districts only. In practice, the register does not seem to serve any useful purpose. The parties concerned are applying individually and in effecting transfers, the register is not invariably consulted.
8	Register of copy of Travelling Allowance Bill of Gazetted Officers and their establishment.	Appendix 37—Serial 17 ...	These two may be combined into a single register. Separate acquittance roll is not necessary as the bills of the Deputy Commissioner are not subjected to pre-audit or countersignature.
9	Register of acknowledgments for payment of travelling allowances.	Appendix 37—Serial 18 ...	
10	Cash Book to be maintained in the District Offices.	Appendix 48. (Goverervernment Order No. R. 8091-2—L. R. 284-18-2, dated 3rd January 1919.)	These two may be combined into a classified cash-book and ledger, which has been found to work in several taluk offices. (Sample form attached.)
11	General Ledger or classified abstract of the monthly totals of the Cash Book.	Appendix 49. Same Government Order referred to above.	
12	Register of sanctioned scale of establishment ...	Appendix 40	This may go. It is sufficient to have the Appendices I and 2 revised quoting the latest order sanctioning the scale of establishments and have them pasted in the opening page of the *Baraward* or Acquittance Roll.
13	Register of Salt Pans	Appendix 62	May be abolished. It is sufficient if the required register be maintained in the taluk offices.
14 to 16	Registers relating to the demand, collection and balance of Land Revenue. Registers relating to the demand, collection and balance of Mohatarfa and Cesses.	Appendices 63, 64, 65 ...	To minimise scriptory work, they may all be combined into one single register. (See Government Order No. R. 7559-70—L. R. 20-24-77, dated 27th June 1925.)
17	Register of Arrear Potgi bills	Appendix 66	A common register for all kinds of arrear claims, as potgi, salary travelling allowance, etc., may be kept in the form given in Appendix 43. (Appendix 66, as an independent register may go.) One register is prescribed for all arrear claims including those of village officers for use in the taluk offices. See page 5 of the Taluk Manual, Part II.

ANNEXURE NO. III.—Consolidated statement showing the reduction or modification of Registers, Reports and Returns, etc.

Serial No.	Name of Register, Report or Return	Authority	Explanatory Remarks
18	Register of unauthorized alienations of village Service Inam Lands.	Appendix 73	This may go. The register is not complete in several districts. Records pertaining to this are dealt with as correspondence passing through the Current Registers. It is enough if this register be maintained in the Taluk Office (Serial No. 38).
19	Register of lands proposed to be acquired under the Land Acquisition Regulation.	Appendix 75 ...	These two may be abolished, suitable additional columns being opened in the register of Lands (Appendix 76) notified for being acquired for public purposes and action thereon. Sample form of the combined register is attached.
20	Register of lands acquired and compensation paid therefor.	Appendix 77 ...	
21	Register of refund of Court Fee Stamps ...	Appendix 84	This may be combined with Appendix 80 (the register kept for the refund of the value of non-judicial stamps). A separate register is not necessary.
22	Register of remission cases, involving Rs. 50 and less.	Appendices 68 and 69	Under Government Order No. R. 48-109—L. R. 242-21-3, dated 6th July 1922 the Deputy Commissioners are empowered to sanction remissions up to Rs. 100 Individual cases exceeding their powers are submitted to Revenue Commissioner for sanction as they come up and not once a quarter. Two separate registers are unnecessary. One Remission Register will do.
23	Register of remission cases, involving over Rs. 50.		
24	Register of subjects of Dasara Representative Assembly not sent up to Government.	.....	Under the Reforms scheme, a separate procedure is introduced in Government Order No. L. 7265-327—L. B. 124-23-1, dated 13th March 1924 and this register should be cut out.
25	Copy of the monthly arrear lists ...	Appendix 34 Serial 3. ..	Abolished by the Government Order No. 160—E. A. G. 2 of 10th April 1917.
26	Quarterly abstract of register regarding particulars of free grants of wood and bamboos, for reconstructing houses destroyed by fire.	Appendix 34 Serial 4. ...	This is a quarterly return sent by the Deputy Commissioner to the Conservator under the authority of Government Order No. R. 2746-56—L. R. 11-16-2, dated 7th September 1916 in form B. (pages 156-7 of Forest Manual). May be half-yearly.
27	Review on the progress regarding the planting of avenue trees.	Appendix 34—Serial 5, 36, 37 ...	This return is based on the Revenue Commissioner's Circular Order of 15th February 1916. An annual review soon after Jamabandy is sufficient.
28	Statement of Horses and Saddlery received from Amildars.	Appendix 34—Serial 8 and Appendix 36, Chapter V. Rev. Ac. Br.	May be made an annual return.

29	Half-yearly statistics of work done in the District Office.	Appendix 35 ...	This return is being submitted quarterly under the authority of Government Order No. R. 6152-60—L. R. 312-21-2, dated 11th May 1922. It may be half-yearly as before and may be revised as indicated in the sample form. There should be a certificate that the balances have been verified with the papers shown as pending in the personal registers by the Head of the Office or his Personal Assistant. The list of papers pending for over one year should invariably be attached.
30	Statement showing the disposal of applications for grant of lands for Sisal and Hemp Cultivation.	.....	May be abolished. (See Revenue Manual P. 458—Sl. 10.)
31	Copy of Monthly Arrear Lists received from subordinate offices.	Appendix 36,—Serial 5. ...	May be deleted. The required check over disposal can be exercised on scrutiny of the quarterly business statistics.
32	Progress Report of Forest Settlements	Appendix 91,—Serial 11. ...	This is a return submitted by the Sub-Division Officers to the Deputy Commissioner and by him to the Conservator through the Revenue Commissioner (See Government Order No. R. 8307-316—Ft. 160-14-2, dated 27th March 1915). May be a half-yearly return from the District Office, the Sub-Division Officers sending their report quarterly to the Deputy Commissioner for review.
33	Statement of the quantity of cotton goods produced and the gross amount of excise duty realised (Monthly).	Serials 17—19 Government Order R. 7394-403—Agri. 6-16-17, dated Nos. 15th January 1917 and I. C. 174-219—I, & C, 247-18-5, dated 15th April 1919.	Under Government Order No. R. 6989-97—I. T. 19-21-10, dated 12th June 1922, these returns have to be submitted by Deputy Commissioner of Income Tax in respect of Bangalore and Mysore Cities. If Mills exist elsewhere, the Deputy Commissioners as Income-Tax Officers will furnish the return. May be abolished as a revenue return.
34	Statement of the amount of refunds granted on exports of duty paid on cotton goods.		
35	Statement showing the quantity of cotton yarn spun by the Mills.		
36	Statement showing the number of documents on which duty and penalty have been levied.	Serial 21 ...	This is a monthly return to Commissioner of Stamps prescribed in Government Order No. 6603-11—R. 3091, dated 21st March 1899. May be made a half-yearly return, with columns amplified to show the stages of pendency.
37	Return of alienated villages which have furnished account Nos. 14 and 15 (Quarterly).	Serial 27 ...	This is a quarterly return to the Revenue Commissioner. May be made annual.
38	Statement showing the action taken to cancel the unauthorized alienation of Service Inams.	Serial 32	The quarterly from the District Office to the Revenue Commissioner may be made annual. Quarterly statements should be obtained by the Deputy Commissioners from Taluks and a copy of the review sent to Revenue Commissioner for information (see Sl. 18 also).
39	Return showing the operation of the scheme for the creation of Large Landed Estates.	Serial 33 ...	May be included in the Darkhasts quarterly and abolished as a separate return.
40	Return showing the exemption granted under Rule 8 of the Clerkship Rules.	Serial 34 ..	May be abolished.
41	Statement of officials exempted from passing necessary examinations for selection to Shekdari.	Serial 35 ...	May be abolished.

ANNEXURE No. III.—Consolidated Statement showing the reduction or modification of Registers, Reports and Returns, etc.—*concld.*

Serial No.	Name of Register, Report or Return	Authority	Explanatory Remarks
42	Return of property in enemy countries belonging to persons or firms in Mysore, (Quarterly).	Serial 36 ...	Abolished, as the war has ceased.
43	Return of Dismissed Officials ..	Serial 38 ..	This is made a half-yearly return in Government Order No. G. 21716-75, dated 20th March 1920. May be made annual.
44	Quarterly Report of Sandal Damage Cases. (Forest Manual 145).	Government Order No. R. 3887-96--Ft. 83-08-25, dated 25th November 1913 and Government Order No. dated 12th September 1922.	Under the latest orders, only a copy of the Deputy Commissioner's review has to be submitted to Revenue Commissioner. May be abolished as recommended by the Deputy Commissioner, Kolar. Account of the receipt and disposal of such cases should be furnished in the quarterly statistics of business of Amildars and Sub-Division Officers which will be reviewed. (See para 506, page 455, Revenue Manual). Separate report by the Deputy Commissioners is not necessary.
45	Statement of remission cases involving amounts of Rs. 50 and less.	Serial 30 ...	Under Government Order No. R. 48-109—L. R. 242-21-3, dated the 6th July 1922, Deputy Commissioners are empowered to sanction remission up to Rs. 100. A Statement of remissions sanctioned by the Deputy Commissioner of item of Rs. 100 and under within his powers of competence should be sent to Revenue Commissioner half-yearly.
46	Statement of remission cases involving amounts of above Rs. 50.		
47	Quarterly Report of Progress in the disposal of Land Acquisition Cases.	See Revenue Commissioner's Circular No. 10, dated 23rd October 1919.	This is a report due to the Revenue Commissioner. The Sub-Division Officers may report the progress in the disposal of cases in the Business Quarterlies, which will be reviewed by Deputy Commissioners. The latter need not send a consolidated quarterly report separately. In para 13 of Government Order No. R. 633-92—L. R. 56-22-1, dated 15th July 1922, the Revenue Commissioner was requested to submit to Government a quarterly review of Land Acquisition work as a temporary measure. This may be made annual.
48	Quarterly statement of refunds of value of general stamp.	.....	This return is due to the Commissioner of Stamps. But it is not being sent actually from the Bangalore District. May be abolished. Does not seem to serve any useful purpose.
49	Statement of Darkhasts from Military Classes ...	....	These two may be abolished, as separate returns and the progress may be shown in the Darkhast Quarterly.
50	Statement of Depressed Classes ..	....	
51	List of officials who wish to qualify themselves for the post of Amildars and Deputy Amildars.	Serial 40 ..	May be abolished. The annual lists of candidates eligible for Amildari and Deputy Amildari meet the requirments.

52	Confidential Reports regarding the work done by the graded officers including Amildars.	Serial 39 ...	May be annual; except when special reports in respect of particular individuals are called for at shorter intervals.
53	Progress Report of Tank Panchayets ...	Appendix 185 ...	These half-yearly returns may be annual.
54	Statement of Village Improvement Works ..		
55	Statement showing the progress in the destruction of Lantana. ...		
56	Quarterly Statements of accidental fires ...	Government Order No. R. 48-109—L. R. 242-21-3, dated 6th July 1922.	This is a return due to the Revenue Commissioner from the Deputy Commissioners. It may be made half-yearly.
57	Statement showing the progress in the constitution of village forests.	Appendix 91, Serial No. 49—Government Order No. I. C. 1610-14—I. & C. 85-22-1, dated 12th September 1922.	This may be annual. Government Order No. I. C. 239-97—Ft. 154-20-11, dated 14th July 1924, prescribes a new quarterly return in connection with the scheme of minor forests. It may be half-yearly.
58	Statement of scholarships sanctioned in the Revenue Department.	Serial 50	May be abolished.
59	Proposals for transfers of Amildars ..	Serial 56	The Civil List contains information regarding the dates of charges of Assistant Commissioners and Amildars; the annual return of proposals prescribed for submission by the Deputy Commissioners seems unnecessary and may cease. Moreover, in respect of Amildars, the Revenue Commissioner is empowered to order transfers. This does not prevent individual references regarding transfers being made whenever necessary.
60	Proposals for transfers of Assistant Commissioners	Serial 57	
61	Confidential Report of officials drawing Rs. 70 and above.	Serial 52—Government Order No. 3137-76—G. M. 212-15-1, dated 6th September 1915.	Discountinued in G. O. No. G. 8556-97—G. M. 169-24-1, dated 6th May 1925.
62	Return of Mohatarfa	Serial 60	May be abolished.
63	Return of Land Revenue Miscellaneous ..	Serial 61	
64	Statement of Revenue from Minor Inams ...	Serial 62	
65	Statement of whole Inam Villages	Serial 63	
66	Statement of particulars of demand under Local and Irrigation Cesses.	Serial 64	
67	Trade Return	Serial 70	May be abolished.
68	Statement of Irrigation works costing Rs. 25,000 and above.	Serial 77	
69	Programme of Rain Guage Inspections ...	Serial 85—Government Order No. R. 6001-11—Mis. 161-05-2, dated 18th November 1905.	May be abolished. In the course of general inspection, the rain guages are also inspected.
70	Return of rewards paid for destruction of wild animals.	Appendix 91, Serial 67 ...	This annual return may be abolished.

Register of lands notified and acquired for public purposes and compensation paid therefor.

District	Taluk	Hobli	Village	Name of khatedar or owner	Survey number or Municipal number	Whether dry, wet garden, vacant site, house (tiled terraced or mud roofed)	Total extent		Kharab		Remaining extent		Assessment		
1	2	3	4	5	6	7	8		9		10		11		
							A. or yds.	g. or feet	A.	g.	A. or yds.	g. or ft.	Rs.	a.	p.

Extent now required					Boundaries				Purpose for which the property is required	Number, date and substance of the Government notification sanctioning the acquisition	Further action taken and substance of award order, if any	Reference to Civil Court, if any and details	Amount of award	Date of payment	Date of taking possession	Present assessment remitted	Remarks
Extent		Assessment			East	West	North	South									
12		13			14	15	16	17	18	19	20	21	22	23	24	25	26
A. or yds.	g. or ft.	Rs.	a.	p.													

Statistics of work done in the office of the Deputy Commissioner.....District, during the half year ending with...192.

Serial No.	Items	Number pending at the beginning of the half year	Number received during the half-year	Total of 3 and 4	Number finally disposed of during the half-year	Number pending in the office			Number referred for report and pending in subordinate offices			Number pending in other offices	Total number pending at the close of half-year	Difference between columns 3 and 14, increase (+) or decrease (−)	Remarks
						For not more than six months (counting from the date of registration of first letter	More than six months and less than one year	More than one year	For not more than six months (counting from the date of registration of first letter)	More than six months and less than one year	More than one year				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	REVENUE.														
1	References from superior officers														
2	Do co-ordinate and subordinate officers														
3	Suits and enquries														
4	Appeals														
5	Applications for loans under the Land Improvement Loans Regulation and Section 194 of the Land Revenue Code.														
6	Miscellaneous petitions														
7	Periodical reports and returns														
	Total ...														
	JUDICIAL.														
1	Original cases														
2	Miscellaneous														
3	Appeals and revision cases														
4	Correspondence														
5	License applications														
6	Copy do														
7	Miscellaneous petitions														
8	Calendar statements submitted by subordinate Magistrates.														
9	Periodical reports and returns														
	Total ...														
	LOCAL SELF GOVERNMENT.														
1	References from superior officers														
2	Do co-ordinate and subordinate officers														
3	Miscellaneous petitions														
4	Periodical reports and returns														
	Total ...														
	MUZRAI.														
1	References from superior officers														
2	Do co-ordinate and subordinate officers														
3	Miscellaneous petitions														
4	Periodical reports and returns														
	Total ...														
	DISTRICT TREASURY.														
1	References from superior officers														
2	Do co-ordinate and subordinate officers														
3	Periodical reports and returns														
4	Audit objections														
5	Petitions														
	Total ...														

1 D

Instructions for filling the form.—

1. Periodical reports and returns. In column 4, enter number of returns falling due during the half-year. In the column of remarks the number of returns sent in time may be noted.
2. Criminal cases—Cases disposed of by transfer should be noted in the column of remarks.
3. Calendar statements of Criminal cases—Number of calendars upon which proceedings were issued should be shown (*vide* Chief Court Circular No.) in the remarks column.
4. For each branch of the office the state of work at the end of half-year should be compared with work at the commencement as shown in the column of remarks.
5. The return should be accompanied by a brief review of arrears in subordinate offices, and by a separate list of currents received from superior officers more than one year in arrears (columns 9, and 12) against item 1 in the return showing (i) the date of each such paper, (ii) brief abstract of the subject matter, (iii) explanation in brief of cause of delay and (iv) date of last reminder sent to officers against whom papers are pending.

Dr. Classified Ledger of

Date	Brief description of items	Receipts: Pay drawn from Treasury	Travelling allowance drawn from Treasury	Amounts drawn on contingent bills	Permanant advance	A Other items *viz.* judicial license fees, etc.	Total	Remarks
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a, p.	Rs. a. p	Rs a. p.	
	Opening Balance—							
	Total for the day or month.							
	Total including balance.							

Cr. Office for the month of

Date	Brief description of items	Payments: Pay disbursed	Travelling allowance disbursed	Contingent expenditure	Advances given	A Other items *viz.* judicial license fees, repaid, etc.	Total	Remarks
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p	
	Total for the day or month.							
	Closing Balance for day or month							

(*a*) Note 1. As many columns as are required in each office may be opened.
(*b*) Note 2. At the end of each month or whenever there is transfer of charge, the individual details of outstanding items should be given in the cash book.